

**DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF N.C.T. OF DELHI
1, Pt. Ravi Shankar Shukla Lane
Kasturba Gandhi Marg, New Delhi-110001.
Ph:-23070378, Fax:-23070379**

No.01/DWCD/MISC/2017-18/ 45461-65

Dated: - 01 FEB 2018

CIRCULAR

The Biometric machine installed in headquarter will remain switched on for marking attendance till 9:45 A.M. only. In compliance with direction of Director(WCD), all officers/officials are hereby informed to mark their attendance by 9:45 A.M. on all working days.

This issues with the directions of Director, WCD.

Copy to:-

1. P.A. to Special Director(WCD)
2. P.A. to I.F.A.
3. D.C.A.
4. All Deputy Directors(with a request to inform all concerned officers/officials in their branch)
5. P.O.(RTE/GRC/GRE)
6. Office Copy

Symphony
(Symphony)
OSD to Director
01/02/18.